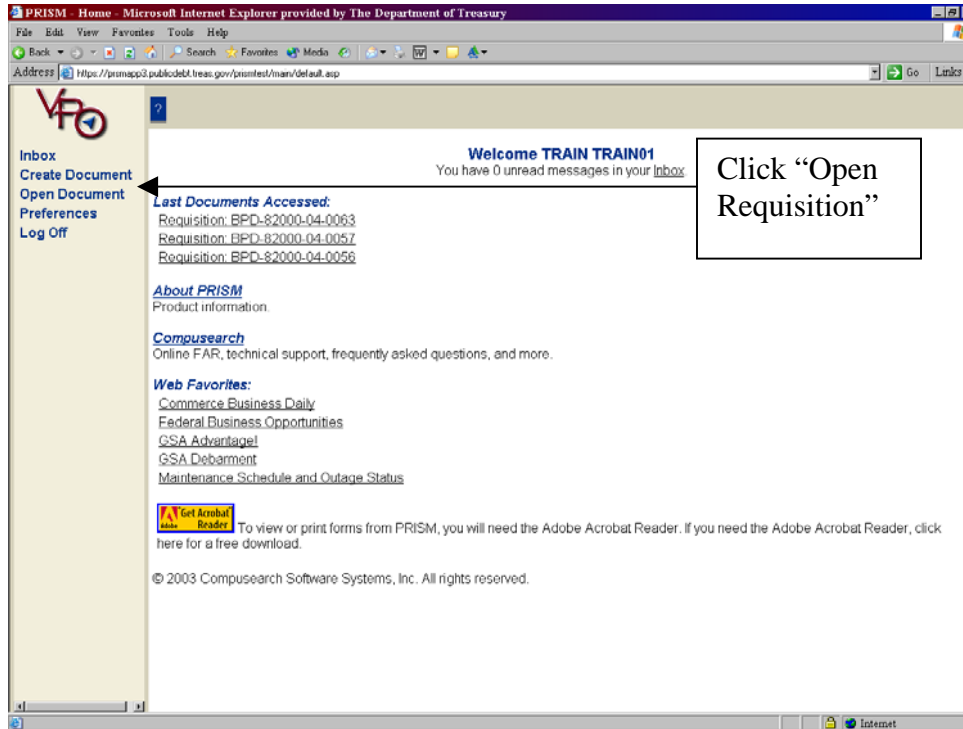


Searching for a Requisition to Open it Back Up

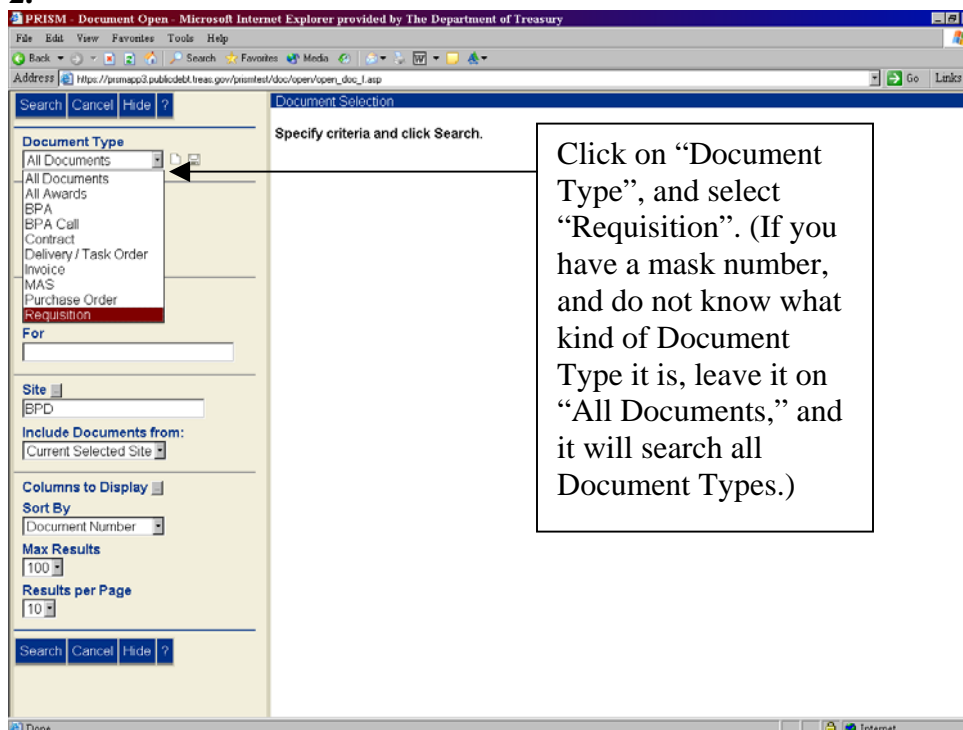
07/08/2004

It is possible to search for a requisition using several different types of search criteria after you find it, it may be reopened in order to edit the document, re-route it, cancel it.

1. Welcome Screen



2.



3.

PRISM Document Open - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Address https://prismapp3.publicdebt.treas.gov/prismfed/doc/open/open_doc_1.asp

Search Cancel Hide ?

Document Type
Requisition

Search Type
Basic

Select From
My Requisitions
My Requisitions
Requisitions Assigned to Me
All Requisitions

Search
Requisition Number

For

Site
BPD

Include Documents from:
Current Selected Site

Columns to Display
Sort By
Requisition Number

Max Results
100

Results per Page
10

Search Cancel Hide ?

Done

Internet

Requisition Selection

Specify criteria and click Search.

Leave "Search Type" on "Basic".

Click on "Select From" it defaults with "My Requisitions". You have the option to search "Requisitions Assigned to Me", or "All Requisition".

4.

PRISM Document Open - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Address https://prismapp3.publicdebt.treas.gov/prismfed/doc/open/open_doc_1.asp

Search Cancel Hide ?

Document Type
Requisition

Search Type
Basic

Select From
All Requisitions

Requisition Type
All

Search
Requisition Number

For

Site
BPD

Include Documents from:
Current Selected Site

Columns to Display
Sort By
Requisition Number

Max Results
100

Results per Page
10

Search Cancel Hide ?

Done

Internet

Requisition Selection

Specify criteria and click Search.

This is the drop down box for the "Search" field. After you choose an option you must fill something in the "For" box. For example if you search by "Requisition Date", you must put in the number you made the requisition. Otherwise it will not narrow the search when you click "Search".

5.

PRISM - Document Open - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismapp3.publicdebt.treas.gov/printtest/doc/open_doc_f.asp

Search Cancel Hide ?

Document Type
Requisition

Search Type
Basic

Select From
My Requisitions

Requisition Type
All

Search
Requisition Date

For
06/16/2004

Site
BPD

Include Documents from:
Current Selected Site

Columns to Display
Sort By
Requisition Number

Max Results
100

Results per Page
10

Search Cancel Hide ?

Requisition Selection

Requisition Number	View Line Items	Requisition Date	Requisitioner	Requisition Type	Buyer	Owner
<u>BPD-82000-04-0057</u>	Y	06/16/2004	TRAIN01, TRAIN	EZ REQ		TRAIN01, TRAIN

Page 1 of 1 (1 results found)

1. Note how all the requisitions that I did on "06/16/2004" are now available to view or edit.

2. Choose the requisition you desire, by clicking on the number, which is underlined.

Done Internet

6.

PRISM - EZ REQ - Detail - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismapp3.publicdebt.treas.gov/printtest/requisition/general/detail/gen_detail_f.asp

Route Self Approve Suspend Line Items View Form Delete Cancel Convert To Full Renumber ?

EZ REQ Information

Requisition Number: BPD-82000-04-0057 Status: In Progress Number of Items: 1

Version: BASE Stage: Requisition Total Amount: \$1,600.00

Commitment: \$1,600.00

General Information

Owner: TRAIN TRAIN01

Requisition Date: 06/16/2004

Requisitioner: TRAIN01

Buyer: (None)

Primary Product / Service Code: PR

Originating Office: BPD Edit

Payment Office: ARC/ASD/ASB Edit

Site: BPD

Is this an IT-related purchase?: No

Delivery Date: OR

Days After Award: 30 OR

Period of Performance: To:

Ship To: PUBLIC DEBT - PKB Edit

Mark For (optional): Edit

Organization: BPD Bureau of the Public Debt

Invoice Approver/COR: BRIAN J WOODYARD

Performance Start Date:

Done Internet

The requisition you searched for is now available to edit, cancel, view, or print.